

School Health Program Manual

Section D School Nursing Practice

Chapter 5 Documentation

Archiving and Destruction

Follow the guidelines found in *Health Records Retention and Disposition Schedule* issued by N.C. Department of Cultural Resources, Division of Historical Resources.

The N.C. Department of Public Instruction Records Retention and Disposition Schedule can be found at: <http://www.records.ncdcr.gov/default.htm>. This is the main page for the government records. Once at this website, navigate to “community and municipal records” then “records retention and disposition link” and then “local education agencies.”

At this website: <http://www.records.ncdcr.gov/local/default.htm> you will find the listings of all the records schedules published by the N.C. Division of Historical Resources. In the link to Local Education Agencies, the schedule for school student health records begins on page 39.

Resources:

Guidelines for Protecting Confidential Student Health Information, National Taskforce on Confidential Student Health Information, American School Health Association, ISBN # 0-917160-00-2

Legal Issues in School Health Services, Schwab and Gelfman, ISBN 0-9624814-5-9

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